



City of Belle Isle

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EMPLOYEE ACKNOWLEDGMENT FORM

This employee handbook describes important information about the City and its employment policies, and I understand that I should consult my supervisor, the Finance Director, or the City Manager regarding any questions not answered in the handbook.

Because the information, policies, and benefits described in this handbook are necessarily subject to change, I acknowledge that revisions to the handbook may occur and that I am subject to whatever policy is in effect at the time an event occurs. All changes to the handbook will be communicated through official notices, and I am aware that revised information may supersede, modify, or eliminate existing policies. Only the City Council of the City has the authority to adopt any revisions to the policies in this handbook.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that this handbook is not to be construed by myself, or any employee, as binding terms and conditions of employment.

As an employee of the City of Belle Isle, you are an "at will" employee. This means that either you or the City of Belle Isle may terminate the employment relationship at any time with or without reason or notice. Our at-will provision extends to all employees.

I acknowledge that I have received a copy of this handbook, and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it. I further understand that this handbook supersedes any previous handbook or written policies or oral communications.

I acknowledge that I have read and understood the above paragraphs.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

HANDBOOK DATE: _____

(Please sign and date this acknowledgment and return it to your supervisor for placement in your personnel file).



SECTION 1 – INTRODUCTION

1.0 GENERAL POLICY

It is the Policy of the City Council of the City of Belle Isle to:

- A. Attract and recruit qualified employees from the competitive market.
- B. Create a positive and productive environment by providing employees with opportunities for advancement and career development.
- C. Provide compensation, benefits, assurance, and safeguards to its employees.
- D. Maintain public confidence in productivity, fairness and cost-effectiveness through the establishment of a system of personnel administration maintained and governed by principles and affirmative action guidelines which shall be based upon fair and objective personnel standards and measures.

Nothing in these Personnel Policies and Procedures are intended as a contract of employment.

Florida is an “at-will” employment state, meaning that either the employee or the employer can terminate employment at any time and without any advance warning.

The City Manager, Chief of Police and Finance Manager shall be provided an Employment Contract separate from the following provisions unless specifically referred to in the agreement.

Authority for the Personnel Policies and Procedures are established by the City of Belle Isle Charter and by the City of Belle Isle Code of Ordinances. The provisions of the Personnel Policies and Procedures shall be applicable to all City of Belle Isle departments, divisions, offices, operations, and agencies unless specifically identified in the City Code of Ordinances, department S.O.P.'s or by State Statutes.

Police Officers have additional rights and privileges under Florida Statute 112.532

All employees of the City have the responsibility to follow and carry out the policies outlined in this section. Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. Employees are expected to bring any questions, issues or complaints to the attention of their supervisor. If you believe you have been discriminated against or harassed, or if you witness or suspect any violation of our policies, you should report the matter immediately to any supervisor or City Manager. If the complaint is in regard to an alleged violation of these policies by the City Manager, the complaint may be directed to the Mayor. The City will not retaliate against you for filing a complaint or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

1.1 PURPOSE

- A. The purpose of these Personnel Policies is to foster and promote a positive employment environment of mutual benefit and protection for employees and the City of Belle Isle; which encourages employee and public confidence in the administration of personnel management, consistent with the policies of the City Council. The policies and



1.5 RESIDENCY REQUIREMENTS

Although there is no current residency requirement for employees, City Department Heads are encouraged to establish and maintain residency within a reasonable commute time of their official office within 6 months from the date of hire. Department Heads employed with the City as of the date of this manual change are exempt from this requirement.

1.6 WHISTLEBLOWER

The City does not discriminate against employees who report in good faith alleged violations of state or federal laws, rules, or regulations.

1.7 RELIGIOUS ACCOMMODATION

The City may provide reasonable accommodation for religious observances or practices of employees unless providing the accommodation would impose an undue hardship on the City; this may also include accommodating the wearing of religious clothing.

With management approval, an employee may use vacation or other available leave for religious activities; if accrued leave is not available, then an employee may request to take unpaid leave.

1.8 DOMESTIC VIOLENCE

The City does not discriminate against employees who are victims of domestic violence, sexual assault, or stalking.

1.9 RETALIATION

If the employee believes they have been discriminated against or harassed, or if the employee witness or suspect any violation of our policies, they should report the matter immediately to any supervisor or the City Manager. If the complaint is in regard to an alleged violation of these policies by the City Manager, the complaint may be directed to the Mayor. The City will not retaliate against you for filing a complaint in good faith, even if accusations are not substantiated, or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

The City will not tolerate unlawful retaliation or adverse actions against employees for engaging in protected activity. Federal Laws such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the American with Disabilities Act and Amendments Act, all prohibit an employer from retaliating against an employee engaged in a protected activity.

A protected activity is defined as opposing an unlawful practice prohibited by employment discrimination laws or participating in any way in an investigation, proceeding, or hearing of an Equal Employment Opportunity charge.

Any act of retaliation by a manager and/or coworker may result in serious adverse disciplinary action up to and include termination. Any staff member may file a complaint with the City Manager if he/she feels that they have experienced retaliation in any form.



SECTION 3 – RECRUITMENT AND SELECTION

3.0 POLICY

- A. In accordance with the City of Belle Isle Equal Employment Opportunity policy, attracting and recruiting the best-qualified candidates shall remain the City's policy for employment recruitment and selection. This policy also assures that all employment decisions will be made on job-related factors and comply with the City's equal employment opportunity commitment.
- B. In compliance with the Americans with Disabilities Act of 1990, as amended, the City of Belle Isle shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.
- C. When filling vacancies the City Manager may give first consideration to individuals currently employed with the City of Belle Isle and qualified individuals who are in layoff status. This does not preclude the consideration and selection of external applicants for any vacancy.
- D. Written job descriptions are developed and maintained, and continually reviewed for all City positions. They are utilized as a basis for establishing the minimum recruitment qualifications for attracting candidates for employment. These include, but are not limited to, job objective, essential job functions, and the minimum qualifications.

3.1 ANNOUNCEMENT OF JOB VACANCIES

- A. Job vacancies established under announcements, at the discretion of the City Manager, shall be posted through the placement of job postings on the City department bulletin board and work locations, and outside recruitment sources as established by the City Manager or his designee.
- B. Job announcements shall specify the job title, the salary range for the position, the time, place, and manner for making application, minimum qualification(s) requirements for consideration, any special requirements, and the following statements:
 - "The City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, non-supervisory family relationships, union participation, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed."
 - "As part of our commitment to a drug-free workplace, a job applicant is offered employment conditional upon successfully passing a drug test. Refusal to take the test or failure to pass the test according to minimum standards, is cause for disqualification. If you become employed with the City, you may be required to



F. Merit Bonus.

From time to time the City may authorize a merit bonus to deserving employees based on their outstanding performance. Merit bonuses are subject to the availability of funds and approval of the City Manager.

- H. The City Manager or designee must administer these policies and procedures within the budgetary constraints established each fiscal year. Accordingly, all employees are hereby placed on notice that the payment of salaries and the granting of salary increases are always subject to the availability of adequate funding.

5.3 EMPLOYEE RECORDS

A. Workplace Privacy and Confidentiality

The City recognizes our employees' right to privacy. In achieving this goal, the City adopts these basic principles:

1. The collection of employee information typically is limited to information the City needs for business and legal purposes.
2. Personal information and information in confidential records ordinarily will not be disclosed, except as permitted or required by law, or as authorized by the employee.
3. Verifications of employment dates, job title, and wages may be provided without written approval.
4. Internal access to employee records will be limited to those employees having an authorized need-to-know.
5. An employee is permitted to review their personnel file, except for some exceptions (such as background screening information), and the employee may correct inaccurate information or submit written comments in disagreement with any material contained in their personnel records.
6. All employees have a responsibility not to disclose information about employees through overheard conversations, mislaid documentation, faxes, e-mails and hard copies of correspondence sent to a wrong destination. Unauthorized communication of confidential information is regarded as a serious matter.
7. The City maintains reasonable safeguards to ensure the security, confidentiality, and integrity of personal identifying information stored in the City systems.

All employees are required to follow these principles, as well as any other City policy or practice related to confidential information. Violations of this may result in corrective action, up to and including termination.



B. Entity

Florida law provides that “every person has a right to inspect any public record of a public body in this state.” “Public body” includes cities and counties and other public entities, such as the City. Although there are some exceptions (such as personnel files), most records in a public body are available to the public for inspections. It is the intent of the City to be responsive to requests for public records. Employees are to forward all requests for public information to our Custodian of Records (presently City Clerk).

C. Background Screening

The City stores background screening information in access-protected files. This file is not considered part of your personnel file, so it is not available to employees for review.

D. Personnel Files

The City Manager maintains the personnel records for all City employees. These files are the only authorized record of an employee’s status and history with the City. The file may be kept indefinitely, even after termination of employment. Only the City Manager may remove documents or information from a personnel file.

The personnel file includes information such as application forms, resumes, transcripts, reference letters, background investigations and other employment-related documents submitted to the City for original employment or subsequent position changes, training records, performance appraisals, copies of all official correspondence with the employee regarding commendations, discipline, grievances and employee comments regarding their performance or items in their file, and other employment records.

Personnel files are the property of the City and are considered and kept confidential, with a few exceptions. Only the employee (or a person designated by the employee in writing), the employee’s supervisor and management personnel have a legitimate reason to review information in a personnel file and are allowed to do so. Information in the personnel files may be treated as exempt from public disclosure under FS Title X, Chapter 119. Information which cannot be treated as confidential under the law includes name, job title, salary, and dates of employment with the City. Other information in the files may be subject to public disclosure by order of a court of competent jurisdiction. Materials that may be construed as derogatory toward the employee will not be placed in the personnel file without the employee’s written acknowledgment. The employee’s written acknowledgment only acknowledges that the employee is aware that the material is to be placed in the file and does not constitute the employee’s agreement with the contents of the material. The employee may include their own written statement of explanation or rebuttal with any material placed in the file.

E. Right to Examine Personnel File.

An employee or former employee may request to view the employee’s personnel file or may request a certified copy of the employee’s personnel file at any time. The City must comply with the request within 45 days after receipt of the request. Upon termination, the City must retain the employee’s personnel file according to the Florida Public Records Retention Laws. The City may charge an amount to the employee or former



employee to recover the actual cost of providing locating, copying, and certifying services.

F. Change in Personnel Data

Since personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits, and other matters. If you have changes in any of the following items, please notify the Finance Director to assure that the proper updates/paperwork are completed as quickly as possible:

- | | |
|---|---|
| ▪ Name | ▪ Status changes to dependent benefits |
| ▪ Marital status/Domestic Partnership (for purposes of benefits eligibility determination only) | ▪ Person to be notified in case of emergency |
| ▪ Address | ▪ Other information having a bearing on your employment |
| ▪ Telephone number | ▪ Tax withholding |

G. Medical Records

All information regarding medical examinations of employees is collected and maintained in separate medical files and treated as a confidential medical record in accordance with applicable federal and state laws and regulations (including HIPAA). However, employee medical information needed by the City to carry out its obligations under federal and state laws, such as ADA and FMLA, will be placed in the employee's personnel file and is not protected under HIPAA.

Generally, employees "own" their medical information, which means that without the employee's permission, the City does not typically inform other employees of an individual's medical condition(s).

5.4 PAY DEDUCTIONS

The City makes certain pay deductions from an employee's earnings in accordance with state and federal law, such as income taxes, social security taxes, and Medicare. Additional deductions may be authorized by an employee in writing to cover costs of participation in City provided programs, such as insurance.

Court ordered wage withholding or garnishments on an employee's wages will be processed in accordance with applicable law.

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SECTION 7 – EMPLOYEE BENEFITS

7.0 PURPOSE

In order to achieve the City's general policy to provide reasonable compensation, benefits, assurances, and safeguards to its employees, the City has developed and maintains a comprehensive package of benefits and programs for its employees.

7.1 HOLIDAYS

- A. The following are official holidays, where employees shall receive regular rate of pay and are not required to perform any work, which shall be observed by all departments in which functions can be discontinued without adversely affecting required services to the public.

| | |
|------------------------|------------------------|
| New Year's Day | Veterans Day |
| Martin Luther King Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Eve |
| Labor Day | Christmas Day |

Full-time employees are also provided with one "Personal Day" (with the approval of the City Manager, employees may choose to combine their personal day with another holiday). The Personal Day will be deposited in the employee's PTO bank October 1st.

- B. When a holiday falls on a Saturday, the preceding Friday will be observed as the official holiday. When a holiday falls on a Sunday, the following Monday will be observed as the official holiday.
- C. If a holiday occurs during an employee's paid absence (personal leave), the employee will not be charged for the absence but will be credited and paid for the holiday. An employee who is in a non-paid status the day immediately preceding and immediately after the holiday will not be entitled to holiday pay.
- D. Temporary employees/part-time employees are not eligible for holiday pay.

7.2 PAID TIME OFF (PTO)

A. Eligibility

1. All full-time employees are eligible to accrue Paid Time Off (PTO) beginning the first of the month following the date of hire. Part-time and temporary employees are not eligible to accrue PTO.



7.3 DONATION OF PTO

The purpose of donated PTO is to assist any eligible employees with additional leave through the donations of eligible co-workers. All regular employees are eligible to request or donate PTO in cases deemed as "hardship" by the City Manager on the recommendation by the Department Manager. All donations will be kept confidential and donors will remain anonymous. Hardship donations are the only time PTO may be transferred between employees.

Donated hours must not be processed in an amount greater than that which is approximately necessary to cover the employee's next occurring pay period unless additional time is approved by the City Manager. Hours will be put to a pool for the employee in the order received by the Finance Dept. and drawn from the Pool in that same order. This donation is irrevocable but that if donated hours are not needed the hours unused will be returned to the donor's Accrual.

Donated PTO may be used to provide paid Family & Medical Leave that would otherwise be unpaid, but may not extend the length of Family & Medical Leave entitlement.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

The Requesting Employee (Recipient) Must:

- Provide documentation for a non-work related seriously disabling illness or injury, as certified by a physician.
- Have exhausted all accrued PTO and not be on, or eligible for, disability leave or pay.
- Have worked one full year at the City and have received satisfactory performance evaluations.
- Submit a request for donated PTO to their immediate supervisor indicating reason and anticipated amount of lost work time.

The Donating Employee:

- Must complete and submit a designated form indicating the desire to donate to the Finance Department representative with City Manager's approval.
- May donate up to a maximum of 40 hours of PTO per the calendar year but must retain a minimum of 40 hours vacation leave.

1. Any decision by the City Manager regarding PTO Donation will be binding. Donated time is calculated using the number of hours donated, the donator's hourly wage, and the recipient's hourly wage. Hours of PTO donated from co-workers will be converted to a dollar amount and then applied to the recipient's account at their own hourly rate.



SECTION 8 - PERFORMANCE EVALUATIONS

8.0 PURPOSE

- A. The City Manager or designee shall establish and administer a program to evaluate the quality of each employee's work performance and work behavior.
- B. Employee performance evaluations shall be used for, but not limited to, the following purposes:
1. Documenting the supervisor's perception of the quality of each employee's work performance and work behavior.
 2. Advising the employee of strengths and weakness of his work performance and work behavior.
 3. Providing the employee with the supervisor's recommendations and expectations for improvement.
 4. Aiding supervisors in improving the effectiveness and efficiency of their operations.
 5. Documenting the basis for employee promotion, counseling, demotion or disciplinary action. However, the performance evaluation should not be used as the sole preponderant document for disciplinary action.
 6. Aiding in determining an employee's eligibility for any merit increase.
 7. Aiding in determining an employee's training needs.
 8. Setting performance objectives for the next evaluation period.

8.1 PROCEDURES

- A. To ensure a meaningful performance evaluation system upon which the City can monitor the effectiveness of our organization and its operations, employees typically receive annual performance evaluations.
- B. The objectives of our annual performance management and formal appraisal process are:
- To ensure that each person in our organization knows how he/she is performing against established performance standards;
 - To determine how well the city managers are performing in assisting employees with work performance and objectives;
 - To ensure communication and two-way feedback;
 - To provide a consistent, objective, and fair method for making compensation decisions;
 - To identify areas where an employee may need more training;
 - To provide a tool for career planning; and,
 - To provide a record of employee performance and contributions.
- C. Supervisors are accountable for providing employee development actions designed to improve and enhance employee performance, such as:
- Reasonable employee training, including computer software proficiencies;
 - Assigning, directing, controlling and reviewing employee work;
 - Assisting employees in correcting deficiencies; and,



- Objectively evaluating employee performance during the evaluation period.

D. The performance appraisal program is intended to be participatory, involving your input as much as that of your manager, thereby helping you to contribute to the growth and improvement of the City. You are encouraged to:

- Inquire about your performance from time to time;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement; and,
- Learn about training available to assist you in improving your skills.

E. The first performance evaluations are conducted at the completion of 6 months of service and 12 months of service, and annually thereafter in June of each year. Depending on your date of hire, the 12-month performance may be adjusted.

Performance reviews serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Written reports identify specific performance levels as compared to established standards, to acknowledge the merit of above standard performance, and to prescribe the means and methods for correcting performance deficiencies to the required level of performance. Supervisors and managers are accountable for providing employee development actions designed to improve and enhance employee performance.

A copy of the evaluation signed by the employee and supervisor will become part of the employee's personnel record.

F. Performance Evaluations shall be completed upon the following occasions:

1. After the first 6 months of service and 12 months of service, and annually thereafter in June of each year.
2. When an employee is assigned to a new supervisor, the releasing supervisor shall complete a performance evaluation and forward it to the receiving supervisor.

The job performance of each employee shall be evaluated on the basis of the degree of attainment of previously set objectives.

Supervisors shall accomplish the following:

1. During the employee's orientation outline for the employee the performance objectives of the job, give the employee written performance goals for the job and explain the performance evaluation process.
2. Six months after setting the objectives, review the objectives with the employee and amend as necessary.
3. Anytime the employee is experiencing performance problems, review the objectives during coaching sessions, and discuss with the employee how the employee might improve performance.



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4. During the probationary and/or annual performance evaluation, let the employee read the evaluation, explain to the employee how the performance evaluation for the period reflects the employee's success in meeting the objectives. Let the employee read the objectives for the next period, discuss them and answer questions about them.
5. Have the employee sign the performance evaluation and offer him the opportunity to make written comments if he desires. (If an employee refuses to sign the performance evaluation, note this on the evaluation form).
6. Department supervisors will review and sign the performance evaluation, making comments is not necessary, and forward it to the City Manager or designee for review and filing in the employee's personnel record.

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SECTION 9 - TRAINING, EDUCATION, TRAVEL, AND EXPENSES

9.0 TRAINING AND EDUCATION

The City encourages employees to further their training and education in pursuit of improving job skills and enhancing their contribution to the City.

The term "training" as used in this section includes conferences, seminars, workshops, one-day courses at an educational facility or online, or other professional development programs of a similar nature. The term "college courses" is used to describe coursework taken through or online from an accredited college, university, and/or business or technical school.

The policy outlined in this section applies only to training or education programs that:

- Enhance the employee's job performance;
- Serve as a beneficial retention tool in keeping high-quality employees; or
- Are required for certification or licensing.

9.1 TRAINING AND EDUCATION PLAN

Funding for any training or education programs will only be provided if the Department Head has prepared a written departmental Training and Education Plan as part of their annual budget submittal. The Training and Education Plan must include an explanation of the following:

The requested funding for training and education for the department, by the employee.

A clear justification for each requested amount. The Department Head should consider whether the proposed training is the best way to acquire the information for the City or to achieve a Training and Education Plan goal. Training programs may be mandatory or voluntary.

An explanation of how these expenditures relate to an employee's performance goals.

A prioritization of these requested expenditures in the event, not all requests approved.

Training and Education Plans are submitted to the City Manager for review and approval.

Only training and education consistent with the Training and Education Plan will be approved for funding and expense reimbursement.

Supervisors should discuss training and education goals with the employee in their regular performance evaluation session and these goals should be specifically detailed in the written evaluation form.

9.2 TRAINING CLASSES AND PROGRAMS.



The City will pay for all registration fees for training classes and programs included in the employee's Training and Education Plan. Employees should consult the Travel and Expense Guidelines below to determine what expenses related to travel, meals, and lodging in conjunction with training are reimbursable. In some cases, you will be required to obtain an advance for some expenses in lieu of reimbursement. Travel and attendance time for training classes and programs required by the City will be considered time worked, as allowed by state or federal law.

When appropriate, employees may be asked to share/present information they have received from their training to others in the department.

All arrangements for training must be made in the most cost and time efficient manner as possible.

Only expenses for the employee will be paid for. All books and materials paid for by the City will become the property of the city.

9.3 TRAINING, SEMINARS AND CONFERENCES.

Outside training required by the City will be paid for by the City and time spent in required training will be considered time worked. Similarly, the City will pay for training and/or testing associated with certifications and professional licenses that must be maintained or upgraded solely as a continuing requirement for an employee's current position. With Department Head approval, paid time off may be granted in lieu of considering the time spent in required training or participating in examinations for the required certification as time worked.

9.4 EDUCATION CLASSES AND PROGRAMS (COLLEGE COURSES).

The City will pay for tuition, books and related materials for education classes and programs included in the employee's Training and Education Program. Books and related materials will become the property of the City. Employees should consult the Training and Expense Guidelines below to determine what expenses related to travel, meals, and lodging in conjunction with education are reimbursable. In some cases, you will be required to obtain an advance for some expenses in lieu of reimbursement. Travel and attendance time for education classes and programs required by the City will be considered time worked, as allowed by state or federal law.

Reimbursement for education is made only if the employee receives a grade of "C" or better for undergraduate coursework or a grade of "B" or better for graduate coursework. Non-graded courses will require a written statement from the instructor indicating the employee successfully completed or passed the course.

The City will provide tuition reimbursement for college coursework not to exceed the tuition level established college. Department Heads should explore less costly college courses available at other institutions before approving and finalizing a Training and Education Plan.



Prior to participating in a reimbursable education class or program, employees must sign a written authorization to have any costs reimbursed by the City deducted from their final paycheck, should they fail to comply with the following reimbursement guidelines:

The following reimbursement guidelines apply when an employee's employment with the City terminates for any reason:

If termination is within one year of the completion date of the class, 100% of the amount of reimbursement for the education class or program will be deducted from the employee's final paycheck.

If termination is prior to three (3) years after the completion date of the class, 50% of the amount of the reimbursement will be deducted from the employee's final paycheck.

If termination occurs after three (3) years from the completion date of the class, no amount will be deducted.

If the reimbursement amount owed is more than the final paycheck, the employee must pay off the remaining amount. Failure to repay the amount owed to the City will result in the outstanding amount being turned over to a collection agency.

9.5 PROFESSIONAL ORGANIZATIONS

The City may authorize membership in professional organizations where the membership is of benefit to the City in terms of keeping the employee abreast of current developments in their field or profession. Additionally, the City recognizes the value of community service through applicable organizations and in membership in those programs. In all cases, membership fees must be approved by the Department Head in advance of payment.

The City encourages attendance at related meetings and the employee's supervisor may approve periodic absences to attend these meetings. If participation in the organization is not part of the employee's Training and Education Plan, the employee must use accrued leave for these purposes.

Miscellaneous expenses associated with the programs conducted by professional organizations (luncheons and seminars) may be reimbursed in accordance with the Travel and Expense Guidelines if there has been prior approval from the Department Head in accordance with this section.

9.6 TRAVEL AND EXPENSE GUIDELINES

For Travel and Expenses please refer to the City Policy for travel, lodging and expense reimbursement.



SECTION 10 – CODE OF CONDUCT

10.0 GENERAL STATEMENT

The City believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that everyone can act in accordance with our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive but serve as guidelines to demonstrate work behaviors considered important to the City.

The employee is expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you. If you are unable to be at work on time, you are expected to contact your manager prior to the start of your work shift. If that individual cannot be reached, you are expected to contact an alternate managerial representative.

The employee is expected to regard your workplace with respect and attention. The City records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.

The employee is expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City or outside regulatory bodies.

The employee is expected to conduct yourself in a professional and respectful manner, exhibiting a high regard for our citizens, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol or drug consumption when representing the City in a business or social capacity.

The employee is expected to maintain the confidentiality of the City information or member information in your possession (i.e., personal information, executive session materials, etc.).

The employee's personal appearance at work should be neat and consistent with a professional atmosphere, keeping in mind the impression made on citizens, visitors, and other employees, and the need to promote the City and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what appearance at work is appropriate.

This information regarding unacceptable practice/behavior may help in providing guidance for employee actions. The employee is urged to use reasonable judgment at all times and to seek advice from your supervisor in any doubtful or unclear situation. By everyone doing their best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. As a matter of policy, the City seeks to resolve conduct and performance problems in the most informal and positive manner possible. However, when someone does not conduct her/himself within the intent of the work rules, the action may be taken to correct the situation promptly and completely. Violations of workplace rules may result in corrective action, up to and including immediate discharge.



We also believe that all City employees should be given an opportunity to be heard in matters involving discipline if termination is the likely outcome. We have adopted a policy of allowing an employee to present his/her perspective prior to the imposition of termination.

We encourage all employees to become familiar with the non-discrimination policy and complaint procedures outlined in this manual.

10.1 CODE OF ETHICS

At the City, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of the City or its citizens, or situations that may compromise its reputation and integrity.

The successful operation and reputation of the City of Belle Isle are based on the ethical conduct of the City's employees. The City's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, regard for the highest standards of conduct and personal integrity, and fairness.

All City employees are considered public officials and are subject to the State of Florida's Ethics Rules. The City will comply with these and all applicable laws and regulations and expects all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Information on these laws is available at the Florida Government Ethics Commission website, www.ethics.state.fl.us.

In general, the use of good judgment based on high ethical principles will guide you with respect to lines of acceptable conduct. If a situation occurs where it is difficult to determine the proper course of action, the matter should be discussed with your supervisor and, if necessary, Department Head, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee. If you believe anyone has violated this code of ethics, you should report it to a supervisor immediately.

Employees who violate the Ethics Policy or who create an equally detrimental impact on the City may be subject to disciplinary action up to and including discharge.

All employees are expected to report immediately to their supervisor any and all suspected violations of these policies or of any City regulation. Failure to do so may subject the employee to disciplinary action.

10.2 CONFLICT OF INTEREST

Employees must conduct the City's business in such a way that prevents actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision or gains information that is not available to the public that may result in a personal gain for that employee, or for a relative, as a result of the City's business dealings. For the purpose of this Section, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.



The mere existence of a relationship with an outside firm or member of the public seeking a City service does not necessarily create a conflict of interest. However, if an employee has an influence on transactions or a decision-making process, the disclosure of the relationship must be made immediately to the employee's supervisor or Department Head so that safeguards can be established if necessary to protect all parties.

City employees who may be in a position to influence City decisions shall refrain from relationships which may adversely affect their judgment in dealing with City suppliers of goods and services or with other public agencies.

- A. An outside personal or business/economic relationship which affords present or future financial benefits to an employee, an employee's family, or to individuals with whom the employee has a business or financial ties, may be considered a conflict of interest requiring evaluation by City officials or designated representative when:
 - 1. The employee acts as director, officer, agent, sole proprietor, partner, stockholder (if owning in excess of ten (10) percent of securities outstanding), an employee, paid consultant or advisor to a City supplier or with other public agencies.
 - 2. The employee is engaged in a private business or financial relationship which may secure the advantage of goods, services or influence due to the employee's position with the City.
 - 3. The employee procures or designates sources for the procurement of any parts, materials, services, supplies, and facilities for City purchase or lease in the employee's name or in the name of others.
- B. An employee having an outside personal or business/economic relationship under the conditions specified above shall disclose in a written sworn statement to his department supervisor, or City Manager or designee, in case the department supervisor is the employee, at six (6) month intervals the nature and scope of the relationship and the extent of financial benefits received.
- C. The City Manager or designee is responsible for investigating the situation; determining if a conflict of interest does exist; and making any changes that are necessary to eliminate the conflict of interest or the appearance of a conflict of interest.

10.3 GIFTS AND GRATUITIES

- A. No employee shall solicit or accept anything of value, including a gift, loan, reward, promise of future employment, favor or service, based upon an understanding that the official action or judgment of the employee would be influenced thereby.
- B. No employee or his spouse or minor child shall at any time, accept any compensation, payment, or thing of value when such employee knows or with the exercise of reasonable care should know, that it was given to influence any action in which the employee was expected to participate in his official capacity.
- C. Employees that regulate, enforce code provisions or review project proposals, procurement or bids under evaluation shall not accept anything of value (meals included)



from a person who currently has a project, proposal, procurement or bid before the employee or a committee on which he serves.

- D. Employees shall report in writing immediately to the City Manager or designee the attempt by anyone to offer any above-described gift or gratuity.

However, unsolicited gifts such as flowers and candy are considered “de minimus” and may be accepted so long as the gift does not provide the employee with any personal gain. If you are offered a gift and are not sure whether to accept or deny it, you should contact your supervisor or the City Manager for guidance.

10.4 DISCLOSURE OF INFORMATION

Information which is obtained in the course of official duties shall not be released by any employee unless the employee is charged with its release as a part of his official duties. Any release of City business information shall be approved by the City Manager.

Employees may not, either directly or indirectly, use their official positions with the City or information obtained in connection with their duties for private gain or personal benefits. Employees who prepare requests for quotes, requests for bids, requests for proposal, evaluate quotes, bids, or proposals, or who recommend awards shall not release information that would give an unfair advantage to one offerer over another offerer. If any employee is aware of such release, he shall immediately notify the City Manager or designee in writing. If the procurement process continues, the City Manager or designee shall notify the Council of the incident at the time approval of the procurement is requested of Council.

10.5 CONFIDENTIALITY

Employees working at the City have access to highly confidential, legally protected, and proprietary information. Confidential information includes all information acquired by an employee during the course of employment that is of economic value to the City and not generally available to the public, including legally protected information. Financial data, payroll information, formulas, business plans and member data such as enrollment data are typical examples of information that the City considers to be proprietary and confidential. The unauthorized disclosure of such information would have a material adverse impact on the integrity of the City and would have an adverse impact on our relationships with our employees.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City) may be removed from our premises without permission from the City. Additionally, the contents of records or information otherwise obtained in regard to the City business may not be disclosed to anyone, except where required for a business purpose. Employees are subject to appropriate disciplinary action up to, and including, dismissal for revealing information of a confidential nature. Since many times it is difficult to distinguish between common and confidential information, the best rule to follow is not to discuss business information with persons outside of the City unless employees have received prior approval from their manager.

All information acquired by an employee during the course of employment is to be used solely for the benefit of the City and, through the City, for the benefit of our employees. The use of



such information for personal advantage or disclosure to others is strictly prohibited. Likewise, any materials developed by our employees in the performance of their jobs is the property of the City. Employees may not take this material with them when they leave our employment, remove it from the offices for non-work related reasons, or copy or distribute it to persons or companies, other than as required in the course of business, without written approval from the City Clerk as Custodian of Records.

10.6 MISREPRESENTATION

As a City employee, you should consider how you represent us in your business transactions and interactions. An employee should be careful not to misrepresent our policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. An employee may not use the City name, logo likeness, facilities, assets or other resources, or the authority of your position with the City for personal gain or private interests.

10.7 PUBLIC INFORMATION

The City Manager is designated by the City to be the Public Information Officer (PIO). Media inquiries or other similar inquiries should always be referred to the City Manager before responding. If an employee has received permission to communicate to others, such as the media, on behalf of the City in the course of their work duties, the employee should remember that they are representing the City and should ensure that any comments made reflect the City's position on the issue being discussed.

The City has an obligation to keep citizens informed about issues of public interest. Citizens will be provided information through a variety of sources such as newsletters, website, press releases, etc. Citizen request for written information is subject to the Florida Sunshine Law. All public records requests should be processed through the City Clerk, who is designated as the City's Custodian of Records.

10.8 DRESS AND APPEARANCE

- A. The City respects an employee's individuality and the use of common sense in choosing appropriate clothing to be worn during business hours. Each employee should recognize the importance of personal appearance to the professional image of the City and dress and groom according to the requirements of the position. This is particularly true if the job involves dealing with members of the public.
- B. Generally, neat and casual businesslike or professional apparel is appropriate. Jeans, shorts, and T-shirts, are not, although jeans are acceptable if permitted by your supervisor. Employees performing labor or fieldwork may have additional guidelines and may be given a clothing allowance. In some cases, such as police and public works employees, uniforms are required, in which case uniforms will be provided at the City's expense.
- C. Employees shall not consume alcoholic beverages while on duty, inclusive of meal time, nor on off-duty hours while in uniform.



abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Employee Assistance Programs/Alcohol and Drug Rehabilitation Programs The following is the name and telephone number of the employee assistance program which employees may utilize, as appropriate.

Gilstrap & Associates, Restoring Lives. Healing Hearts.

7601 Conroy-Windermere Road Suite 202, Orlando, FL 32835

Telephone: 407-522-9919

- E. Safety Sensitive employees, as a condition of employment, will be required to participate in pre-employment, random and reasonable suspicion testing upon selection or request of their supervisor or the City Manager, at any time during the course of their employment. Safety Sensitive employees include positions where a valid commercial driver's license (CDL) is required, a position that possess law enforcement powers or is required or permitted to carry a firearm while on duty, or is state certified as a firefighter, paramedic or emergency medical technician, a position which has unsupervised access and direct contact with minor children or the elderly, a position that is responsible for handling or using hazardous or explosive materials.
- F. Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program, all employees will receive a written copy of the policy and the policy will be reviewed in orientation sessions with a new employee.

10.6 WORKPLACE VIOLENCE

In addition to providing a safe place to work, the City is committed to providing a violence-free place to work. To this end, employees, visitors, or anyone else on City premises or engaging in City-related activities are prohibited from behaving in a violent manner or threatening to behave in a violent manner. In order to prevent any workplace violence before it begins, the City reserves the right to address any behavior suggesting a propensity towards violence, even prior to the occurrence of any violent behavior.

Workplace violence includes the following:

- Threatening words or behavior of any kind;
- Behavior that is threatening, physically aggressive, or violent, such as intimidation or attempts to instill fear in others;
- Belligerent speech, excessive arguing, swearing, threats of sabotage, or any other verbally violent behavior
- Causing physical damage to property; or

Any employee who believes that workplace violence has occurred should report the circumstances immediately to their supervisor or any other person in a supervisory position with whom the employee feels comfortable. No employee will suffer any adverse consequences as a result of acting in good faith to bring the violence to the City's attention or participate in an investigation.



Any report of workplace violence will be promptly investigated and prompt corrective action taken to address any workplace violence found to have taken place, including action against the party engaging in workplace violence. If an employee is found to have committed workplace violence, the employee will be subject to discipline, including termination.

10.7 GENERAL SAFETY AND HEALTH

- A. The City is committed to providing its employees with a safe and healthful work environment. To accomplish this goal, everyone must diligently undertake efforts to promote safety. Safety is everybody's responsibility!
- B. The City, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. The manual resides with the Safety Committee Chair who maintains and makes the document available for viewing. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. The City will educate employees as to hazards of the workplace and train employees as to such hazards and the proper and safe method to perform job tasks.
- C. The City provides for the continuous monitoring of the working conditions of its employees and equipment for the observance of safety requirements.
- D. Employees will observe all safety rules and regulations established in the City Safety Policies and Procedures. Employees will report all unsafe conditions or practices to their supervisor. Employees are responsible for reporting all injuries, no matter how minor, to their supervisor.
- E. The City provides, at its expense, certain items of safety equipment that must be worn by employees to whom the safety equipment has been issued at all times during the working hours unless directed otherwise by immediate supervisors.
- F. Failure of an employee to use issued safety devices and/or failure of an employee to file a written report of injury sustained and/or causing any damage on the job, or vehicle accident, may result in disciplinary action up to and include termination.
- G. City vehicles shall be operated in strict compliance with all laws which apply to motor vehicles in the State of Florida. This includes the Florida Seat Belt Law. Violators will be responsible for any fines incurred and subject to disciplinary action.



10.8 ACCIDENT/INCIDENT REPORTING

Employees should always report accidents as promptly as possible because prompt reporting will help mitigate damage or processing delays after an incident. Each employee is expected to cooperate fully and assist in reporting and gathering accident information. This policy applies equally whether the employee is at work or on business or other City-related travel.

A city accident report should be completed whenever:

- An employee is involved in an accident that results in injury or damage to any person or property;
- An employee is involved in an accident that may result in injury or damage to any person or property;
- City property is lost, damaged or stolen; or
- An employee is injured on-the-job.

A. Medical Assistance.

Employees should render first aid consistent with their first aid/CPR training or seek medical attention as soon as possible for any injured person. Do not render first aid assistance unless you have been trained to do so, and possess a current first aid card.

B. Accident Reports.

Employees should report accidents to the supervisor immediately. As soon as possible after the accident, the employee and supervisor must complete a City accident report. The accident report is submitted to the City Manager with the supervisor retaining a copy for the department's records.

C. Accidents or Incidents Involving Private Parties.

Accidents involving private parties can and do occur. In these situations, never discuss who was at fault or who should pay for any costs. Doing so may prejudice the City's rights in any subsequent dispute and ability to recover from insurance companies. Always complete an accident report with as much information as possible and, if possible, take pictures to ensure complete documentation of the incident.

10.9 JOB-RELATED HEARINGS

As a condition of employment, any employee may be required, upon due notice, to cooperate with respect to any job-related hearing or inquiry conducted by any person authorized by law to conduct such hearing or inquiry, and, in particular by the City Manager.

- A. If any employee willfully refuses or fails to appear or appears but refuses to answer any questions relating to matters arising out of City employment which may be asked by the department supervisor or any other authorized person or official, the employee will be subject to discipline up to and including termination.

B. Indictment



- Use of racially derogatory words, phrases, epithets
 - Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
 - Comments about an individual's skin color or other racial/ethnic characteristics
 - Making disparaging remarks about an individual's gender that are not sexual in nature
 - Negative comments about an employee's religious beliefs (or lack of religious beliefs)
 - Expressing negative stereotypes regarding an employee's birthplace or ancestry
 - Negative comments regarding an employee's age when referring to employees 40 and over
 - Derogatory or intimidating references to an employee's mental or physical impairment.
- C. It is a violation of City policy for a City employee to engage in any act or behavior as defined herein as sexual harassment. The City will take action against any employee deemed to have violated this policy. Such action will include a range of disciplinary measures, up to and including termination.
- D. Any employee who experiences or witnesses sexual or other unlawful harassment in the workplace, you must report it immediately to your supervisor. If the supervisor is unavailable or is the subject of your complaint, you should immediately contact the City Manager. If the City Manager is unavailable or is the subject of your complaint, you should immediately contact the City Attorney. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated by the City Manager or designee. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the City Manager, or if the City Manager is the subject of the complaint, the City Attorney, so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

- E. All employees are responsible for knowing the City's policy on sexual harassment and following this policy. All supervisors are responsible for maintaining a workplace free of any form of sexual harassment and for enforcing this policy. To ensure this policy is followed, supervisors shall require all employees to participate in at least one sexual harassment training program each year. If a department is experiencing any issues with respect to sexual harassment, additional training programs should be added. Supervisors will be required to have each participating employee certify their attendance in writing and to place the written certification in the employee's personnel file.



10.14 USE OF CITY PROPERTY

- A. Employees are expected to exercise reasonable care in the safekeeping, use, and preservation of City equipment, tools, vehicles, materials, uniforms, etc. Personal use of City equipment, materials, tools, supplies, etc., is strictly prohibited and may constitute a criminal offense.
- B. All employees shall promptly report in writing to their supervisor the loss, damage or unserviceable condition of any City property.
- C. Negligence in the use and care of City property, including abuse, misuse, willful or negligent loss or destruction can result in disciplinary action and/or restitution. More serious cases may result in civil or criminal action in the courts.
- D. Members of the Belle Isle Police Department are authorized to take vehicles home in accordance with BIPD Policy A-BIPD 6, Use of City Vehicles.

10.15 TELECOMMUNICATIONS

- A. City telephones and related equipment are to be used primarily for the performance of City business. The printed record of a telephone call or text message, generated and distributed internally by the City or received externally from a telephone company, is as much a public record, and as such is subject to the standards applied to public records, as any other City document.
- B. For additional information, please refer to the City's policy on Social Media.

10.16 USE OF ELECTRONIC MAIL/WEB ACCESS

- A. Electronic mail ("email") and web access are provided to the City of Belle Isle employees and others working on behalf of the City to assist and facilitate business and communications. All information stored, transmitted, received or contained in the City of Belle Isle email system is the City of Belle Isle's sole property. All emails must conform with the City of Belle Isle's policies, practices, and commitment to ensuring a work environment where all persons are treated with respect and dignity. Employees must treat all correspondence sent using the City of Belle Isle's email systems as if public and printed on City of Belle Isle letterhead.
- B. The City of Belle Isle recognizes that work and family responsibility place demands on associate and that email communication can be helpful in dealing with family and other personal matters. Employees may use the City's email systems to send and/or receive occasional personal email messages, provided that such use does not interfere with work responsibilities or other business needs or violate the law or the City of Belle Isle's Policy set forth herein. Such messages shall be treated no differently from business messages and, like all email usage subject to this Policy can be included in the City's reviews of the City of Belle Isle property, equipment, phone lines, computers, and information, as described below.

The City of Belle Isle strictly prohibits all of the following:

- 1. Communications that may constitute verbal abuse, slander, defamation, or trade disparagement of City employees, vendors, suppliers, or others.



2. Communications that may constitute offensive, harassing, vulgar, obscene, or threatening language, including disparagement of others based on race, national origin, marital status, sex, sexual orientation, age, disability, pregnancy, religious or political beliefs, or any other characteristic protected under federal law, state law, local law, and City Policy.
 3. Communications that involve conducting business on behalf of an entity other than the City of Belle Isle, or on behalf of any individual, including the employee.
 4. Creation, distribution or solicitation of sexually oriented messages or images, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature.
- C. For additional information, please refer to the City's policy on Social Media.

10.17 SMOKING/TOBACCO PRODUCTS

The City seeks to provide a healthy and safe environment. Accordingly, the use of tobacco products is prohibited in all City buildings, vehicles, and equipment. Supervisors are responsible for determining appropriate designated employee areas. An employee may utilize the rest and meal periods for the use of tobacco.

10.18 SECURITY INSPECTIONS

The City provides desks, drawers, lockers, vehicles, appliances, and other spaces to employees to use in the performance of a job or for personal use. These items remain the property of the City at all times and are subject to search, seizure, transfer, or removal by the City with or without notice at any time. Consequently, employees should have no expectation of privacy when using any property or equipment owned by the City.

The City may search any City property for any reason with or without a legal warrant. The City may retain items found during a search for use in any legal matter, disciplinary process, or for any other lawful purpose.

10.19 EMERGENCY CLOSING

Emergencies, such as severe weather, fires, etc., can disrupt City operations. In extreme circumstances, this may require the closing of a City work facility. If the event occurs during nonworking hours, media outlets will be asked to broadcast notification of the closing. The City Manager, or his designee, will contact each supervisor, who is responsible for contacting affected employees to notify them of the closure.



SECTION 13 – SEPARATIONS FROM EMPLOYMENT

13.0 TYPES OF SEPARATIONS

A. RESIGNATION

Resignation is a voluntary act by the employee to terminate employment with the City. The City requests that all employees provide at least two weeks' written notice specifying the employee's anticipated final day of employment. Employees absent from work without reporting for a period of three days or more or who fail to return to work following a leave of absence are considered to have resigned voluntarily. The employee's last day of work will be considered the termination date.

Resigning employees will be asked their reasons for resignation at the exit interview.

B. LAYOFF

A layoff is the termination of an employee due to the elimination of a position. A position may be eliminated as part of a reorganization, elimination or contracting out of a program or service, lack of work or funds, or other reasons. The layoff is not an alternative to a disciplinary termination or demotion of an employee (see Section VII above).

C. RETIREMENT

An employee is considered to have voluntarily terminated employment when they are eligible for and to receive a monthly benefit from a qualified retirement plan offered by the City.

D. DISABILITY

Loss of ability to perform job requirements through illness or injury may result in termination for disability.

E. DISCIPLINARY TERMINATION

Disciplinary termination (or discharge) is the termination of an employee for cause as described in Section VII above. Only the City Manager may discharge an employee.

When disciplinary termination is recommended by a Department Head, the Department Head should provide their written recommendation to the City Manager and attach all supporting documentation. The final decision to discharge is made by the City Manager.

F. AT-WILL EMPLOYMENT

As an employee of the City, you are engaged in an "at will" employment relationship. This means that either you or the City may terminate the employment relationship at any time with or without reason or notice. Our at-will provision extends to all employees unless otherwise exempted by a separate employment agreement or collective bargaining agreement.



No one other than the City Manager has the authority to enter into any employment agreement contrary to the provisions outlined in this Handbook and the Handbook cannot be altered except by City Council. The City is also not bound by any oral promises concerning your length or conditions of employment.

G. PRE-TERMINATION HEARING.

Pre-termination hearings are not required but are always recommended. A pre-termination hearing may be required by a collective bargaining agreement. Pre-termination hearings should always be documented in writing by the supervisors in attendance.

H. TERMINATION PROCEDURE/EXIT INTERVIEW

An exit interview must be conducted with all terminating employees prior to or at the time of resignation or termination. The purposes of the interview are to secure forwarding addresses, review final hours accrued and due at termination, complete all retirement and insurance forms, and explain the final check due to the employee. In some cases, the purposes will also include an explanation of reasons for termination in the case of discharge and resignation. The City Manager or Department Head shall conduct the exit interview.

Except as provided through COBRA, all pay and benefits shall cease as of the date an employee terminates with the exception of health benefits which will terminate on the last day of the month in which the employee was terminated. The final check will include all accrued leaves that are payable at termination.

Upon termination, the Department Head is responsible for ensuring that the terminated employee has turned in all keys, tools, uniforms, and/or other City property used by them or in their possession.

Employees will be asked to sign a Reference Request Release pursuant to which the City will release only the information specified on the form to persons seeking information regarding the employee's employment with the City. If the employee requests that the City Manager, Department Head, a supervisor or other employee serve as a reference for the employee, the employee must make the request on the Reference Request Release.



CITY OF BELLE ISLE

REFERENCE CHECKING AND AUTHORIZATION FORM DISCLOSURE

Please read the information on this form carefully and completely.

I have applied for employment with the City of Belle Isle, Florida and have provided information about my previous employment. I authorize the City of Belle Isle, Florida to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor, rehire potential, dates of employment, salary and employment history.

My signature below authorizes my former or current employers and references to release information regarding my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the City of Belle Isle, Florida, whether the information is positive or negative. I knowingly and voluntarily release all former and current employers, references, and the City of Belle Isle, Florida from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City of Belle Isle, Florida.

I further authorize the City of Belle Isle, Florida to obtain feedback and references from my supervisors over the course of my employment with the City of Belle Isle, Florida. I understand that subsequent and continued employment with the City of Belle Isle, Florida may be subject to this feedback.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Printed Name: _____ Signature: _____

Date: _____

Cell Phone: _____ Alternate Phone: _____

Email Address: _____



CITY OF BELLE ISLE

AUTHORIZATION FOR PRIOR EMPLOYER TO RELEASE INFORMATION

(Please read the following statements, sign below and return to the City Manager office.)

I, _____, hereby authorize the City of Belle Isle to release any and all information relating to my employment with them to _____ (requesting company's name). I further release and hold harmless both the City of Belle Isle and _____ (requesting company's name) from any and all liability that may potentially result from the release and/or use of such information. I understand that any information released by my prior employer will be held in strictest confidence, that it will be viewed only by those involved in the hiring decision, and that neither I nor anyone else not so involved will have the right to see the information.

Signature of Employee

Date

Employee's Name - Printed



CITY OF BELLE ISLE

LEAVE DONATION AUTHORIZATION FORM

This form permits the City of Belle Isle to transfer an authorized number of Paid Time Off (PTO) hours I have accrued to (Name of Employee) to receive this benefit.

I understand this will lower the number of PTO hours available to me.

Hours will be donated in the order received by the Finance Department and drawn for use in that same order.

I understand that this donation is irrevocable but that if my donated hours are not needed by the end of the recipient's FMLA/OFLA status, the hours unused will be returned to my PTO bank.

Hours of my Accrual Leave that I wish to donate: _____

Printed Employee Name _____

Employee Signature _____ Date _____

Initials, Date & Time Rcvd by Finance: _____